



**UCCS CAMPUS POLICY**

**Policy Title: Student Academic Ethics Code Violations**

**Policy Number: 200-019**

**Policy Functional Area: Academic**

Effective:

February 1, 2018

Approved by:

Venkat Reddy, Chancellor

Responsible Vice Chancellor:

Executive Vice Chancellor of Academic Affairs (EVCAA)

Office of Primary Responsibility:

EVCAA

Policy Primary Contact:

EVCAA, 719-255-3700

Supersedes:

January 7, 2013

Last Reviewed/Updated:

June 27, 2017

Applies to:

Students, faculty, and staff

Reason for Policy: The Student Academic Ethics Code sets forth the academic standards of students enrolled at the University of Colorado Colorado Springs.

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## **I. INTRODUCTION**

Consistent with the *Laws of the Regents* and University of Colorado *Administrative Policy Statements*, the University of Colorado at Colorado Springs has adopted a Student Academic Ethics Code and a campus policy and procedures designed to provide appropriate implementation and due process for those accused of violating the Code.

## **II. POLICY STATEMENT**

- A. Authority for the creation administrative polices is found in the *The Laws of Regents*, as amended in 2017, Policy 3 Section B.1 (A) which states:

The chancellor of each campus shall be the campus's chief executive officer and shall be the chief academic, fiscal and administrative officer responsible to the president for the conduct of the in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws or regent policy or as may be delegated by the president.

- B. Purpose

As members of the University community, students are obligated to maintain high standards of integrity and are expected to take an active role to encourage other students to respect high standards of integrity. The Student Academic Ethics Code (“Code”) is intended to help maintain the high academic standards of UCCS. This policy applies to all students enrolled in credit or non-credit courses at the University of Colorado Colorado Springs (“University” or “UCCS”).

### C. Policy.

1. Code. All students are subject to the Academic Ethics Code, attached to this policy as Attachment A. All members of the University community have an obligation to report good faith allegations of violations of the Code. The Code shall be administered in accordance with the procedures outlined in Attachment B.
2. Academic Ethics Code Committee. The Academic Ethics Code Committee (“AECC”) has authority to administer the academic ethics system in accordance with its procedures, attached to this policy as Attachment C.
3. Reporting Violations. Any individual who has a good faith belief that a Code violation has taken place should immediately report the circumstances to the faculty member of the course involved or to the chair (unit head) of the department (or, if unknown, to the provost) where the course is offered. This duty to report does not supersede any legal confidentiality obligations. It shall be a violation of this policy when a person knowingly or recklessly alleges a false Code violation, and violations may be subject to disciplinary action.
4. Confidentiality. All documentation relating to a Code violation is considered a student educational record and, to the extent required by law, is kept confidential. Documentation concerning Code violations will be kept in the Office of the Associate Vice Chancellor for Academic Affairs.
5. Additional Policies. Schools, colleges, and departments should publish their policies and processes concerning Code violations in public places so that students may easily find them.

## III. KEY WORDS

- A. Academic Ethics Code Committee ( “AEC Committee” or “AECC”)
- B. Academic Ethics Code Committee Chair ( “AECC Chair”)
- C. Enrollment Management
- D. Faculty
- E. Review
- F. Student

## IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
  1. Regent Law, Article 7 <http://www.cu.edu/regents/laws-and-policies/regent-laws/article-7-students>
  2. Academic Ethics Code, attachment A.
  3. APS 1007 Misconduct in Research, Scholarship and Creative Activities

B. Procedures

1. Academic Ethics Code Committee Appeal Process, Attachment B.
2. Process Flowcharts 1-4
3. UCCS Research Misconduct Procedures
4. Graduate School Rules, Article VI, Graduate Student Appeals

C. Forms

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

**V. HISTORY**

Initial policy approval	July 19, 2011
Revised	January 7, 2013
	June 27, 2017

**VI. APPENDICES**

**ATTACHMENT A**  
**University of Colorado—Colorado Springs Student**  
**Academic Ethics Code**

- A. Students shall observe complete honesty in all academic matters to include course requirements, classroom activities, research, and scholarship.
- B. Violations of the Code include, but are not limited to, taking or attempting to take any of the following actions:
1. Committing the act of plagiarism: the use of distinctive ideas or words belonging to another person, without **adequately acknowledging** that person's contribution. Plagiarism does not require an intention to plagiarize. If there is sufficient evidence of copying, use without acknowledgment, or submission of another's work, plagiarism is committed, regardless of the student's knowledge or lack thereof. Plagiarism includes, but is not limited to, the following:
    - a. Copying phrases and/or sentences from a **source** without putting the material in quotation marks and/or **adequate acknowledgement** of the **source**.
    - b. **Mosaic** copying phrases and/or sentences from a **source** without putting the material in quotation marks and/or **adequate acknowledgement** of the **source**.
    - c. Using a **source's** ideas, opinions or theories without **adequate acknowledgement** of the source.
    - d. **Paraphrasing** a **source's** words, ideas, opinions, or theories without adequate acknowledgement of the **source**.
    - e. Using a **source's** facts, statistics, or illustrative material without adequate acknowledgement of the **source**.
    - f. Submitting as one's own work that is **written** or **published** by another **author**.
    - g. For the purposes of this violation:
      - i. A **source** is an individual, team, or unnamed author of some published or publicly presented or written piece of work. Sources can include other students.
      - ii. An **author** is the originator of some idea(s) or string of words, either a phrase or phrases or a sentence or sentences.
      - iii. A piece of work is **published** if it is (a) a book by some commercial or private press; (b) an article in a journal or magazine or newspaper (c) a working or professional paper of some recognized organization; (d) the content of a website; or (e) other technological forms of archiving not covered by (a) – (d).
      - iv. A piece of work is **presented** if it is: (a) a public oral presentation; (b) a radio/television/video/compact disc/digital video disc presentation; or (c) other technological forms of archiving not covered by (a) and (b).
      - v. A piece of work is **written** if it is available either as a hard copy or an electronic copy.
      - vi. **Acknowledgement** of a source is providing correct bibliographical information, in an accepted disciplinary format, for phrases, sentences, ideas, opinions, theories, statistics, or illustrative material used from a source.
      - vii. **Adequate** acknowledgment is **acknowledgment** for each phrase, sentence, idea, opinion, theory, statistic, or illustrative material used from a source (**Acknowledging** a source once in a paper (or paragraph) and subsequently

copying, **mosaic** copying, using or **paraphrasing** from that **source** without subsequent **acknowledgment** is plagiarism.)

- viii. **Mosaic** copying is copying in which certain words of some phrase and/or sentence from a source are changed in some way (deleted, replaced).
- ix. **Paraphrasing** a source is the act of replacing some or most words in a phrase and/or sentence from a source with synonyms for those words.

2. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.
3. Giving false or misleading information regarding an academic matter.
4. Copying information from another student during an examination.
5. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
6. Obtaining prior knowledge of examination materials (including using copies of previous given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.
7. Selling or giving to another student unauthorized copies of any portion of an examination.
8. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
9. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
10. Falsifying material relating to course registration or grades, either for oneself or for someone else.
11. Falsifying reasons why a student did not attend a required class or take a scheduled exam.
12. Taking an examination in place of another student.
13. Making unauthorized changes in any reported grade or on an official academic report form.
14. Falsifying scientific or other data submitted for academic credit.
15. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
16. Using computing facilities or library resources in an academically dishonest manner.
17. Falsifying evidence in connection with an academic ethics violation investigation, hearing or appeal.
18. Attempting to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Academic Ethics Code violation.
19. Accessing or altering any academic record by any means without authorization.
20. Turning in same or similar work for multiple courses without permission from faculty to do such.

C. It is the responsibility of students to make sure they understand what types of conduct are authorized or unauthorized in each course and academic activity.

D. Any member of the University community who has reason to believe that a Code violation has taken place should immediately report the circumstances to the faculty member of the course involved or

to the chair (unit head) of the department where the course is offered, or if unknown, to the Provost.

Helpful Links:

UCCS Writing Center

<http://web.uccs.edu/wrtgcntr/>

Kraemer Family Library Citation Information

<http://libguides.uccs.edu/cite>

Citing Online Sources

<http://www.bedfordstmartins.com/online/citex.html>

Citation Machine (you enter information and they provide citations)

<http://citationmachine.net/>

Copyright Information

<http://www.uccs.edu/copycenter/copyright.html>

## ATTACHMENT B Procedures

### 1. Resolution by a Faculty Member.

- a. Violations that occur in the context of research (defined in CU System APS 1007 Section III. A. as “all forms of scholarship or creative activities within the responsibilities of...students... that are designed as original works or are intended to contribute to generalizable knowledge in a field of academic inquiry”) should be reported to the designated Research Integrity Officer (RIO). This should include all violations associated with formal undergraduate or graduate theses or dissertations even though those activities took place within the context of registered courses. After the RIO’s investigation and any subsequent proceedings conclude, the processes described in this document may be resumed.
- b. If a faculty member has a good faith belief that a Code violation has occurred, due either to the faculty member’s own observation or due to a report by a third party, the faculty member shall: 1) discuss the matter with the student; 2) provide the student with the supporting documentation; and 3) ask the student for a response. If the student admits to the Code violation, the faculty member shall proceed as described below. If the student denies the violation, the faculty member shall then determine whether the matter is a violation of the code based on a preponderance of the evidence, meaning that that it is more likely than not that the violation occurred.
- c. When a student has been accused of a Code violation, the student should contact the Office of the Vice Chancellor for Student Success concerning rights, processes, and procedures.
- d. If the faculty member determines that the evidence does not indicate that a Code violation occurred by a preponderance of the evidence, then the faculty member shall so advise the student, no further action shall be taken, and the matter shall be closed.
- e. If the faculty member finds that a Code violation has occurred by a preponderance of the evidence, the faculty member shall present the finding to the student and provide the student with an opportunity to respond.
- f. Either after a student admits to a Code violation or the faculty member determines that a Code violation has occurred, the faculty member shall work through the college or school process to determine whether there have been past violations of the Code. The faculty member may take this information into account in determining the appropriate sanction.
- g. Upon imposing the sanction, the faculty member shall report, in writing via the faculty portal form “Report Ethics Code Violation,” the details of the Code violation, the student’s responses, the sanction, and the student’s acceptance of the sanction to the Academic Ethics Code Committee (AECC) Chair.

### 2. Sanctions.

- a. Course-Level. If the student admits to the Code violation or the faculty member finds that a Code violation has occurred, then the faculty member has discretion to impose a sanction at the course level. Such sanctions may include, but are not limited to, the following:

- i. Downgrading the student on the assignment/exam/activity in which the Code violation occurred, with or without the opportunity to redo;
  - ii. Failing the student on the assignment/exam/activity in which the Code violation occurred, with or without the opportunity to redo;
  - iii. Lowering the student's grade for the course; or
  - iv. Failing the student for the course.
- b. Beyond Course-Level. If the faculty member believes that a sanction more severe than a course-level sanction should be levied, then the faculty member shall follow all department and college procedures for such sanctions. The Dean of the applicable school or college, or designee, shall make a decision concerning such a sanction and shall inform, in writing via UCCS email, the faculty member, the student, and the AECC Chair of the decision. The Dean or Dean's designee may not expel or suspend a student who is not matriculated in the school or college in which the Code violation occurred. If a faculty member wants to recommend expulsion or suspension in this situation, they must make that recommendation to the Dean of the college or school where the student is matriculated.
- c. Restrictions on Graduation. A student who has been charged with a Code violation or has appealed a decision related to a Code violation may not graduate from the University until the case has been resolved. A student who is found responsible for, or admits to, a Code violation may not graduate from the University until the student completes any additional course work resulting from the penalty and any suspension period has expired.
- d. Expulsion. A student who has been expelled from UCCS due to a Code violation shall neither graduate from nor re-enroll at UCCS without explicit evaluation based on the previous expulsion. Accordingly, notice of a UCCS expulsion for Code violation will be placed on the student's transcript by the Office of the Registrar.

### 3. Student Appeals.

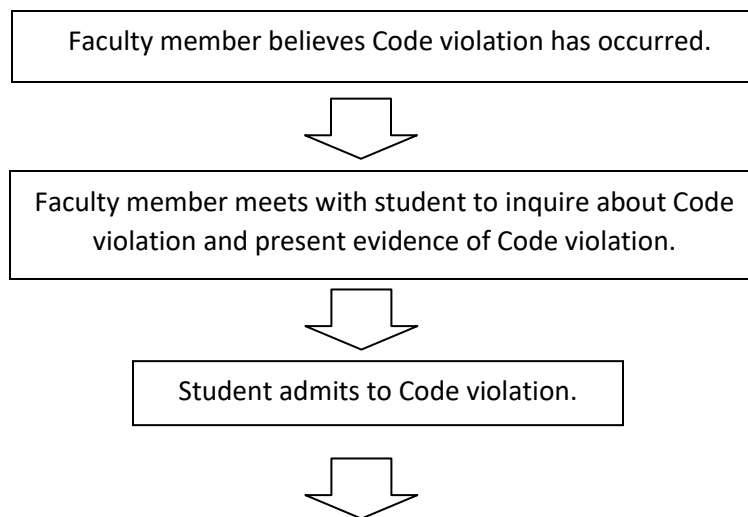
- a. Appealing a Faculty Member's Decision.
  - i. A student may appeal a faculty member's finding that the student violated the Code by following the applicable policies of the college or school in which the violation occurred.
  - ii. For graduate students, after the student exhausts the appeal options within the appropriate college or school, the student may appeal to the Graduate School, which will consider the appeal in accordance with its procedures.
  - iii. If the student exhausts the appeal options within the appropriate college or school, to include the Graduate School for graduate students, the student may appeal to the AECC, which will consider the appeal in accordance with its procedures.
- b. Appealing a Course-Level Sanction.
  - i. A student may not appeal a course-level sanction unless the applicable college or school policies provide for such an appeal.
  - ii. The resolution of that appeal at the college or school level is final and may not be appealed to the Graduate School or AECC.



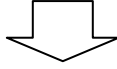
- iii. Course-level sanctions may, in some instances, lead to additional academic penalties. Nothing in this policy precludes a student from appealing those penalties, as long as the basis for the appeal is not the reversal of the course-level sanction.
- c. Appealing a Sanction More Severe than a Course-Level Sanction.
  - i. A student may appeal a sanction that is more severe than a course-level sanction by following the applicable policies of the college or school in which the violation occurred.
  - ii. For graduate students, after the student exhausts the appeal options within the appropriate college or school, the student may appeal to the Graduate School, which will consider the appeal in accordance with its procedures.
  - iii. If the student exhausts the appeal options within the appropriate college or school, to include the Graduate School for graduate students, the student may appeal to the AECC, which will consider the appeal in accordance with its procedures.
- d. Appealing the Process. The student may appeal any procedural error to the AECC if the student can prove, by a preponderance of the evidence, that the error substantially harmed the student. If the AECC determines that a procedural error has occurred and that the error substantially harmed the student, the AECC shall remand the matter to the appropriate person for correction. The AECC's decision shall be final.

**Process Flowcharts 1-4**

**FIGURE 1.  
Student Admits to Code  
Violation and Faculty  
Member Imposes a  
Course-level Sanction**

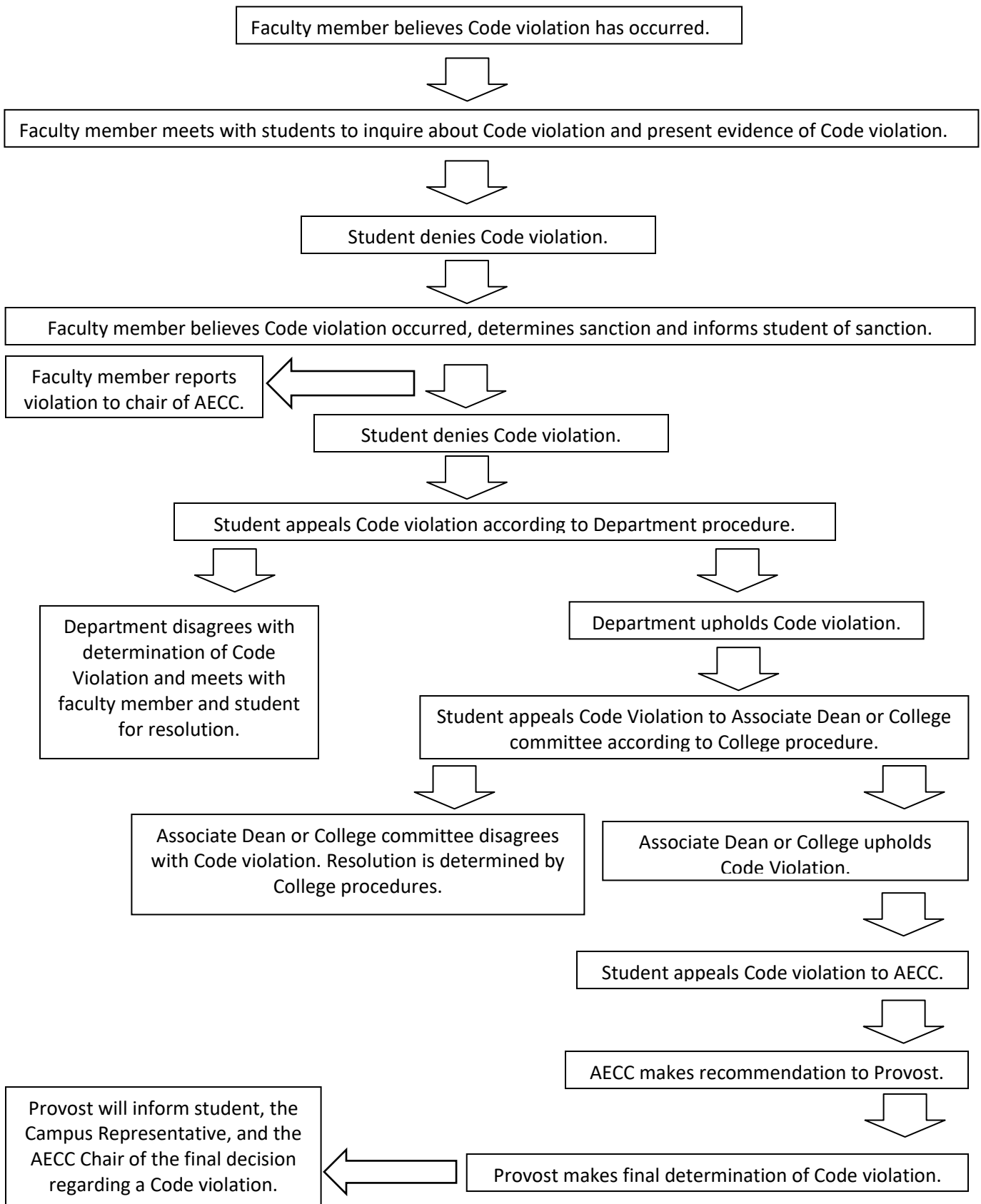


Faculty member determines sanction and informs student of sanction.

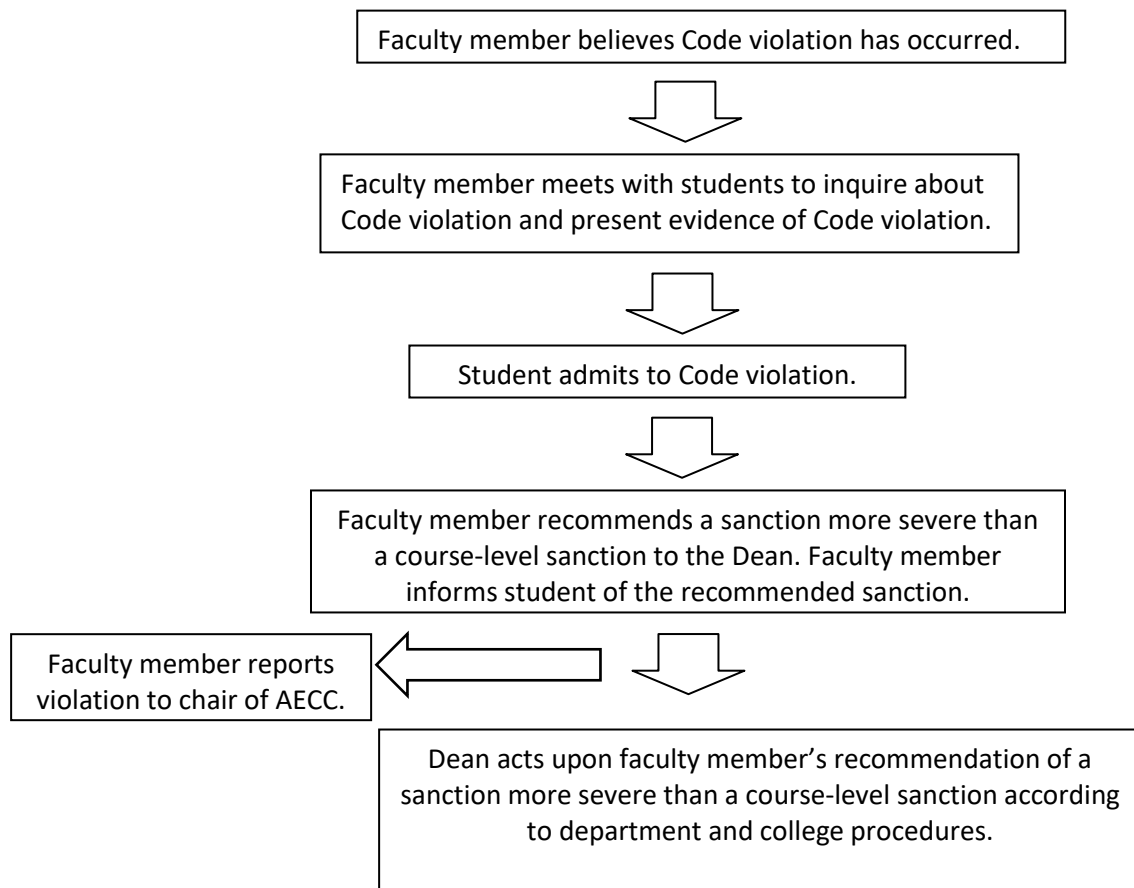


Faculty member reports violation to chair of AECC.

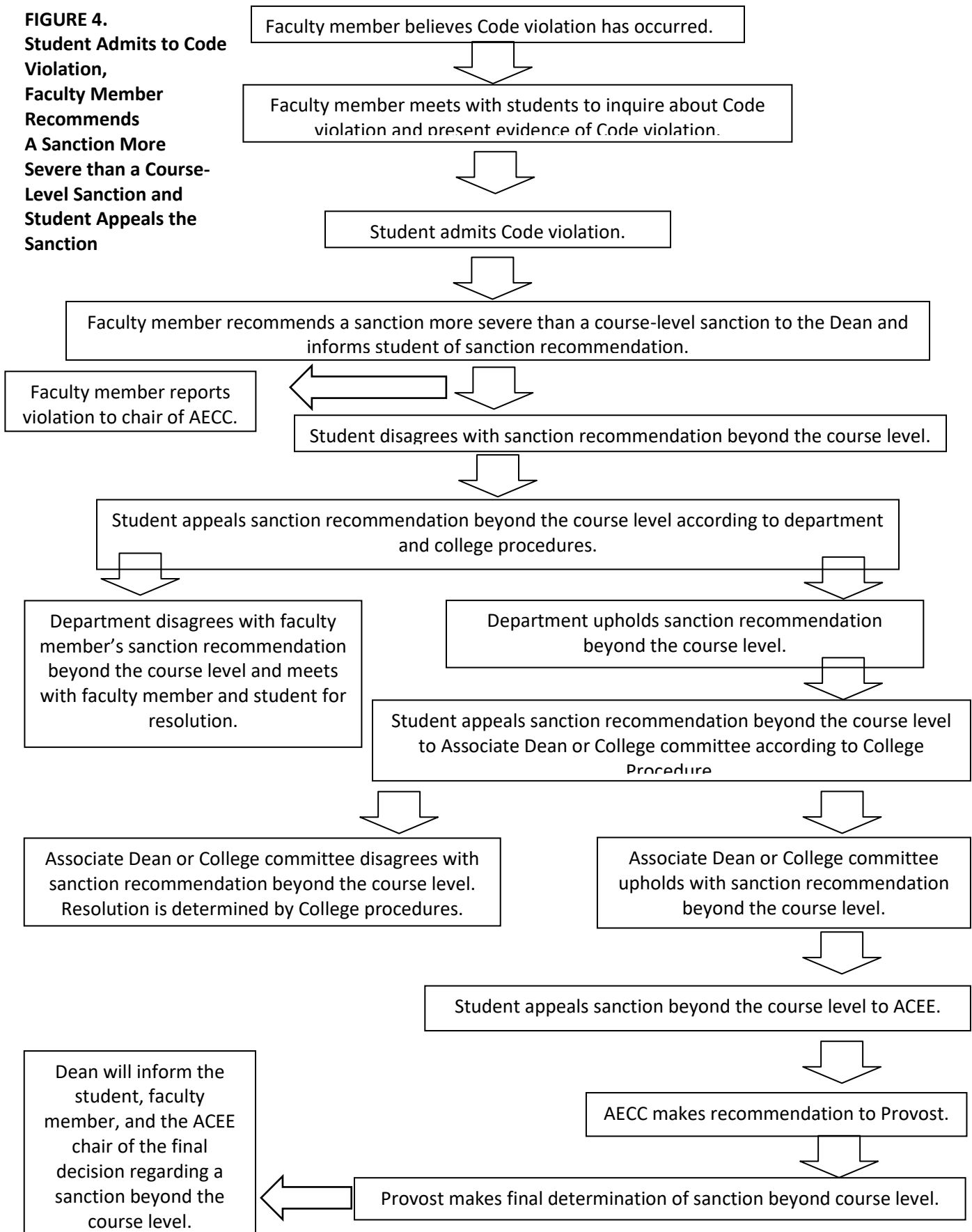
**FIGURE 2.**  
**Student Denies Code**  
**Violation**



**FIGURE 3.**  
**Student Admits to Code**  
**Violation,**  
**Faculty Member**  
**Recommends**  
**A Sanction More**  
**Severe than a Course-**  
**Level Sanction and**  
**Student Does Not**  
**Appeal the Sanction**



**FIGURE 4.**  
**Student Admits to Code**  
**Violation,**  
**Faculty Member**  
**Recommends**  
**A Sanction More**  
**Severe than a Course-**  
**Level Sanction and**  
**Student Appeals the**  
**Sanction**



**ATTACHMENT C**  
**Academic Ethics Code Committee**

- A. Charge. The Academic Ethics Code Committee (“AECC”) shall have authority to administer the academic ethics system, including the Student Academic Ethics Code (“Code”), in accordance with its procedures.
- B. Composition.
1. AECC Chair. The Associate Vice Chancellor for Academic Affairs shall act as the AECC Chair. In the event that the Associate Vice Chancellor for Academic Affairs is unable to fulfill the duties as AECC Chair, the Executive Vice Chancellor of Academic Affairs shall designate a replacement. The AECC Chair or replacement shall vote only in the event of a tie vote.
  2. Members.
    - a. The Dean of each school or college shall select and appoint the following number of voting representatives: Beth-El College of Nursing (1), College of Business (2), College of Education (1), College of Engineering (2), College of Letters, Arts, and Sciences (4), Library (1), School of Public Affairs (1).
    - b. The AECC shall include a member of the student body selected by the Student Government Association and approved by the Office of the Vice Chancellor for Student Success.
    - c. The AECC shall include a representative selected by the Faculty Assembly.
    - d. All member shall be voting members.
  3. Quorum. Seven members of the AECC shall constitute a quorum.
- C. Reviews.
1. Purpose. The AECC shall conduct Reviews, which are opportunities for the AECC to gather information and hear all aspects of alleged Code violations from faculty and accused students.
  2. Initiating a Review. Students may initiate a Review in accordance with UCCS Policy 200-019 Student Academic Ethics Code Violations. When a student initiates a Review, the student should contact the Office of the Vice Chancellor for Student Success concerning rights, processes, and procedures.
- D. Pre-Hearing.
1. Composition. For each Review, the AECC shall include: 1) a representative from the student’s college; 2) a representative from the college where the alleged Code violation occurred; and 3) a Campus Representative.
    - a. For appeals that relate to a finding or procedural error, the Campus Representative shall be the Dean or the Dean’s designee of the college in which Code violation is alleged to have occurred.
    - b. For appeals that relate to sanctions more severe than course-level sanctions, the Campus Representative shall be the Dean or Dean’s designee of the college in which the student is matriculated.
  2. Setting and Documents. The AECC Chair shall select the date, time and place for the Review hearing. The AECC Chair shall notify the Campus Representative and the student by UCCS

email a minimum of ten business days prior to the Review hearing with this information, as well as the make-up of the AECC. To be considered, the student or faculty member must submit copies of any documents or other materials, as well as a list of witnesses, to the AECC Chair within five (5) business days prior to the Review hearing. The AECC Chair shall promptly provide copies to the other party within two (2) business days in advance of the Review hearing.

3. Expedited Review. The student may submit a request for an expedited Review contemporaneously with the student's appeal. The AECC Chair shall determine if an expedited Review will occur and shall inform all involved parties of that decision through UCCS email. If the AECC Chair determines that an expedited Review is warranted, then the AECC Chair shall notify the parties of the new timeline.
4. Impartiality. If any member of the AECC believes there are circumstances that may impair the member's ability to render a fair judgment or to fulfill the member's responsibility with respect to a Review in an unbiased manner, that member shall request to be excused from that member's responsibilities with respect to that Review. If an accused student challenges the impartiality of any such member, presents the challenge as soon as the accused student becomes aware of the relevant circumstances, and the Chair determines that there is reasonable justification for such a challenge, the member shall be excused from the member's responsibilities with respect to that Review. In the event of such recusal, a substitute for the excused member shall be appointed by the Dean of the college in which the excused member resided.

E. Hearing.

1. Recording. The Review hearing shall be audio recorded by the AECC. No other recording of the Review hearing is permitted. Audio recordings shall be kept for six years by the office of the Associate Vice Chancellor for Academic Affairs from the date the hearing occurred. The audio recording of the Review hearing shall be copied and provided upon written request from the student. AECC deliberations are a closed session and shall not be recorded.
2. Burden of Proof. The student bears the burden of demonstrating that the Code violation is either: 1) not supported by a preponderance of the evidence; 2) that the sanction issued is arbitrary and capricious; or 3) that a procedural error occurred and that it substantially harmed the student. In order to not be supported by a preponderance of the evidence the student must demonstrate that it was more likely than not that the violation did not occur. In order to be considered arbitrary and capricious, the student must demonstrate that the sanction is without reasonable grounds or is not based upon consideration of relevant facts.
3. Advisors. The student has the right to be accompanied by an advisor, who, with at least five (5) business days' written notice to the AECC Chair, may be an attorney. If the student brings an attorney, the University will also be represented by legal counsel. Advisors are not permitted to speak for, or on behalf of, the charged student. However, with permission from the AECC Chair, advisors may make a statement and/or ask questions of the student, present relevant information after the Committee has completed discussions with the student and faculty member(s).
4. Evidentiary Requirements. Legal rules of evidence and procedure do not apply to Review hearings. The AECC may accept any evidence it deems relevant to the matter before it.
5. Closed Hearings. Review hearings are closed to the public.

6. Absence of Student. If the accused student fails to appear for the hearing, the AECC may hear the case and make a decision based on the evidence presented.
7. Process. To accommodate the nature of the incident to be investigated, the character of the information to be examined, and the kind of appeal the student is making, the AECC Chair has discretion to determine the hearing process. The following steps are generally recommended:
  - a. The student and the Campus Representative should each have an opportunity to briefly summarize the matter, maximum ten (10) minutes, including any relevant information and arguments.
  - b. The Campus Representative may present witnesses having knowledge of the incident, and offer documents or other materials bearing on the case. The AECC Chair may allow witnesses to make narrative statements, and may also allow AECC members to ask questions of witnesses. The AECC Chair should allow the student an opportunity to ask relevant questions, directed through the AECC Chair.
  - c. The student may present witnesses having knowledge of the incident and offer documents or other materials bearing on the case. The AECC Chair may allow witnesses to make narrative statements, and may also allow AECC members to ask questions of witnesses. The AECC Chair should allow the Campus Representative an opportunity to ask relevant questions, directed through the AECC Chair.
  - d. The AECC should allow AECC members to request additional material or the appearance of other persons, as needed.
  - e. The Campus Representative and the student should each have an opportunity to make closing statements, maximum ten (10) minutes.

F. Post-Hearing.

1. Deliberations. Upon concluding the Review hearing, the AECC shall meet privately to deliberate about the matter(s).
2. Voting. At the conclusion of the deliberations, the AECC shall determine whether: 1) based on a preponderance of the evidence, a Code violation has occurred; 2) whether the sanction imposed was arbitrary or capricious; or 3) whether a procedural error occurred and that procedural error substantially harmed the student. The determination by the AECC shall be made by a majority vote of the members present.
3. Written Report of Decision(s). The AECC Chair shall provide a written report within three days of the AECC reaching its conclusion(s). This report shall be provided via UCCS email to the Dean or Provost, the Campus Representative, and the student. The written report shall contain an explanation of the AECC's process, the evidence shared during the Review, the AECC's findings, the basis for its decision(s), and its decision(s). If the student appeals a procedural error, the report shall include the identification of the error and the corrective action required.

- G. Final Decision. Based on the written report of the AECC, the Provost shall make a final determination regarding the appeal. The Provost's decision shall be final and not subject to further appeal.